

How to set up a learner account on KS-TRAIN (if you do not have an account)

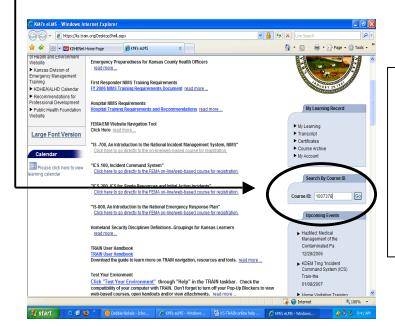
- 1. Point your browser to http://ks.train.org
- 2. Click on the "Create Account" button in the left hand margin.
- Complete the online registration form to set up your account. Choose a login ID and password that are easy to remember, write this information down and keep it in a safe place. You should receive an email welcoming you to TRAIN.
- 4. **Opt IN** to receive TRAIN emails. (such as registration notifications)



With a KS-TRAIN learner account, you will be able to register for,

WORK Training For Independent Living Counselors (1025139)

- 1. Login to your KS-TRAIN account.
- 2. On the homepage below the Seal of Kansas add course # 1025139 to the Search by Course ID field. Click Go.
- 3. Click the course title. View the Course Detail page for important information.
- 4. Select the Registration tab, and the Launch button.
- 5. To withdraw from the course please login to KS-TRAIN, click the 'My Learning' link below the Seal of Kansas, click the 'M' to the right of the course title and then Withdraw.



Direct course questions to: Nancy Scott WORK Program Manager nancy.scott@khpa.ks.gov 785.291.3461

KS-TRAIN login/password questions to: helpdesk@kdhe.state.ks.us Or call, 785-296-5655